

STATE OF MAINE
JUDICIAL BRANCH



EMPLOYMENT OPPORTUNITIES

LAW CLERK – MAINE SUPREME JUDICIAL COURT

The State of Maine Judicial Branch is accepting applications for legal clerkship positions with the Maine Supreme Judicial Court for the 2015-2016 term, which runs from August 17, 2015, through August 12, 2016.

The Maine Supreme Judicial Court is the State's highest court and its court of final appeal. It decides appeals on questions of law that arise in a wide variety of civil and criminal cases. The Court also has original jurisdiction in some matters and is the procedural rulemaking authority for all of the State's courts.

Law Clerk duties include, but are not limited to, the preparation of bench memoranda, legal research, and assistance with opinion drafting. Law Clerks work for the entire Court, but are assigned to work in the chambers of the individual justice who appoints the Law Clerk. Clerkships are full-time positions, and Law Clerks often must work extensive hours. Law Clerks may not engage in other employment.

Qualified candidates have a degree in law or expect to obtain a degree in law before August 2015. Selection criteria include academic performance and class standing, journal experience or other significant research or writing experience, faculty and employer recommendations, and work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$45,220.50 plus fringe benefits.

How to Apply: The application packet consists of the following documents:

- **Cover letter:** Justices currently have chambers in Portland, Augusta, and Bangor. Applicants must identify in their cover letters the location or locations (Portland, Augusta, and/or Bangor) at which they are willing to accept a clerkship assignment.
- **Résumé**
- **Law school transcript**
- **Writing sample:** The writing sample should be no longer than 10 pages double-spaced. Although it may be edited or critiqued by others, the sample should primarily reflect the applicant's own work.
- **Three letters of recommendation:** two from law school faculty and one stemming from summer 2014 work experience or other most recent work experience. The letters of recommendation may be sent separately and do not need to be addressed to each justice.
- You are also encouraged to complete and return with your application the Applicant Information Survey that is included with this posting. Successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

The application packet may be **emailed, in .pdf format**, to: Lawclerkrecruit@courts.maine.gov
or **mailed to:** Attn: Law Clerk Recruitment – Maine Supreme Judicial Court
Administrative Office of the Courts
P.O. Box 4820, 125 Presumpscot Street
Portland ME 04112-4820

Application Deadline: Applications must be received by August 15, 2014, at 4 p.m.

En banc interviews will be conducted in Portland, Maine, in mid-September 2014. If necessary, a video interview will be considered. Applicants selected for an interview may be required to submit an additional writing sample responding to a prompt supplied by the Court upon scheduling the interview.

Inquiries may be directed to Heidi Carpenter at Heidi.Carpenter@courts.maine.gov or 207-822-4174.

The State of Maine Judicial Branch is an equal opportunity employer.